

A personalized version of the following message was sent to your University email address for each DE course you are assigned to teach. The actual email(s) you received contains information specific to your course(s).

**From:** Distance and Online Education [mailto:doe-admin-support@uiowa.edu]  
**Sent:** Tuesday, February 25, 2020 11:02 AM  
**To:** Summer 2020 Faculty Teaching Distance and Online Education Courses  
**Subject:** Teaching <course number> <course title>, Summer 2020  
**Importance:** High

Dear <faculty name>,

You are receiving this message because you are the instructor of record for <course number> <course title>, Summer 2020.

**Early registration for Summer 2020 begins on March 9, 2020.** If you have not already done so, please take a moment to review the course details provided for students on MyUI (<http://myui.uiowa.edu>) and notify your department administrator if any changes or updates are necessary.

**Textbook information should be available to students prior to early registration.** Federal legislation requires that book titles, ISBN numbers, and prices of required and/or recommended books be available to students *prior to registration*. If textbook information for your course is not posted on MyUI (<http://myui.uiowa.edu>), contact your department administrator with details regarding required and/or recommended books.

Federal financial assistance is dependent upon UI compliance with this legislation.

The University of Iowa Libraries have introduced [OpenHawks](#), a library-led grant program, which funds faculty efforts to replace their current textbooks with Open Educational Resources (OER). The link above includes information about levels of funding, deadlines, and how to apply.

**Your Summer 2020 ICON course site is available.** You can post and organize content on your ICON course site ([see resources](#)) at any time. Your site must be published for students with a finalized syllabus posted *prior to <course start date>*, the day your class begins. Please contact us at [doe-admin-support@uiowa.edu](mailto:doe-admin-support@uiowa.edu) if you need assistance with your distance education course or if you are interested in learning more about the services available to you through Distance and Online Education.

#### **Have you updated all UICapture links for videos created before June 2019 in ICON?**

Please be sure to replace all links to UICapture videos created before June 2019 with corresponding links to the new server in your Summer ICON course site. While the old URLs should continue to work through the end of summer session, it is best to make the updates now so your course will be ready for this summer as well as future sessions. See our [web page](#) for more information and tutorial videos on how to replace video links in ICON.

#### **We are currently working with faculty on Fall 2020 and Spring 2021 course development and revision.**

Please contact us now if you would like our assistance with substantial revisions to your course for a future semester. Visit our website at [teachonline.uiowa.edu](http://teachonline.uiowa.edu) or click [here](#) to learn more about the services and support available to Distance and Online Education instructors.

Thank you,

[DOE Course Administration Team](#)

Jody, Kate, Laura, Matt, Monica and Scott

